

RESTRICTED

Approved For Release 2001/03/01 : CIA-RDP57-00042A000200090015-3

TABLE OF ORGANIZATION FILE

1. The Table of Organization File should consist of case files covering the tables of organization of individual offices, these case files should include the request for change of table or organization, comments, recommendations, concurrences, and a machine listing of the approved table of organization.

2. The case files should be filed in an organizational arrangement, using a pressboard divider or guide for major organizational divisions. The guide should be letter size with a metal "window" type tab of one-third cut located in the center of the guide.

a. Letter size, straight cut, plain tab, non-reinforced, 9 $\frac{1}{2}$ point kraft folders should be prepared and filed by office under the major division.

3. New folders should be prepared yearly with the calendar year shown in the right-hand corner, this is to provide the means for periodic retirement to the CIA Records Center. All material pertaining to a new table of organization or the revision of an old one should be filed in the folder for the year in which action was completed.

4. When the case files are retired periodically to the Records Center all related papers should be included in the transfer rather than the forwarding of lone machine listings as is being done at present. Without the related papers the machine listings are of questionable value.

5. All correspondence and other records that do not pertain to a specific table of organization, as well as surveys, should be filed in the central Subject File.

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Security Information

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